



# Sport Clubs Manual

**THE UNIVERSITY OF IOWA**  
**Division of Recreational Services**  
**E216 Field House Iowa City, Iowa 52242-1111**  
**(319) 335-9293**

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# THE SPORT CLUB PROGRAM

## Introduction

The Sport Club Program at the University of Iowa, administered by the Division of Recreational Services, is comprised of over thirty different sport clubs. This handbook has been prepared as a guide to assist student officers and faculty/staff advisors in the administration of their club program. It contains specific procedures and guidelines related to the conduct of sport clubs and their relationship with the Division of Recreational Services.

Student organizations recognized as sport clubs are governed by the rules and regulations of the Division of Recreational Services. Each sport club should become familiar with this handbook. Any questions pertaining to club activities not stated in this handbook or related to the information contained in it should be referred to the Sport Club Staff.

## What are Sport Clubs?

A sport club is a “Recognized Student Organization” that has been formed by individuals who are motivated by a common interest and desire to participate in a particular sports activity. More specifically, sport clubs are formed so the participants in each sport club can learn new skills, improve existing skills, engage in competition, or enjoy recreational and social fellowship. Other important features of the Sport Club Program that make it unique are: self-motivation, self-administration, self-support, and self-regeneration. All these factors form the basis for which the Sport Club Program is organized.

Each sport club is a student organization composed primarily of students, faculty, and staff. The students within each club structure are responsible for the internal administration of their club. Some of their duties include club organization, coaching, scheduling, publicity, and fund raising.

Sport Clubs at the University of Iowa closely adhere to the objectives of the general definition of a sport club previously presented. Many of the clubs engage in extramural competition. These clubs compete against representative teams from other clubs, colleges, or universities. Some clubs seek to improve members' skills in a particular sport by providing instruction and practice time. Still other clubs provide recreational and social opportunities in a casual atmosphere. Although all the sport clubs emphasize a particular purpose for their organizations, each club incorporates to some degree all the general sport club objectives: instruction, competition, socialization, and recreation.

Sport Clubs should not duplicate another recognized sport club unless there are strong extenuating circumstances.

Some organizations in the Recreational Services lesson program (i.e., martial arts clubs, scuba, etc.) may also qualify as a sport club. In these cases, the club may make application to be recognized as a sport club and gain the services provided by Recreational Services. However income and services already provided will be carefully considered in determining the financial aid and services provided to them as sport clubs.

# RECOGNITION & ADMINISTRATION

## Membership

Each sport club will determine its membership rules. However, the membership requirements must be free from discrimination based on race, sex, religion, ethnic group, or national origin, and all clubs must be comprised of at least 51% of student membership.

All students attending the University of Iowa are eligible for membership in a sport club. In addition current faculty and staff of the University are also eligible to join sport clubs.

Upon approval by the individual club members, membership in a sport club is also available to University of Iowa alumni and non-University personnel. These memberships are limited to 49% of the total membership. Club members under the age of 18 must have a release form signed by a parent or guardian. All club members must sign a participation release form annually to be an active member of a recognized sport club.

## Procedures for Recognition

Any group of individuals who are interested in forming a sport club to be recognized by the Division of Recreational Services must adhere to the following procedures:

1. Become recognized as a student organization by the Student Activities Board by doing the following:
  - Each club must complete and submit an application for recognition and an organizational constitution to the Office of Student Life at the Iowa Memorial Union.
  - When all is found in order, the application will be forwarded to student government for recognition approval.
  - Each fall and spring clubs must re-register by updating changes in principle representatives of the club and/or constitution and bylaws.
  - A more detailed explanation of recognition and the appropriate forms may be obtained at the Office of Student Life or Recreational Services Office.
2. Recognition by the Student Activities Board does not automatically ensure recognition as a sport club. Student organizations must meet the definition of a sport club and be approved by the Division of Recreational Services to become a recognized sports club.
3. Upon approval and recognition of the sport club by the Recreational Services, the club then becomes bound by Division rules and regulations and eligible for all club services and benefits. (See Services Section). New clubs will have a lower priority for services and financial aid than established clubs for a one year probationary period.
4. A club must annually submit a number of informational forms (found in the back of this manual) to the Recreational Services Office (E216 FH). Forms should be duplicated before use and should be typed or neatly printed.
  - A copy of the Constitution filed at the Office of Student Life
  - Officers/Contact Form

- Participation Release/Membership Roster Form
- General Information Form
- Facilities Request Form (If requesting space)
- Budget Request (by September 15 if requesting financial aid)

**All of the above mentioned memorandums must be submitted with each application for financial aid to the Division of Recreational Services. All clubs should register with the Division of Recreational Services so they receive all campus sports club information. For information, call 335-9293/9286.**

## 5. Recognition

- A renewal form must be completed the first two weeks of the fall and spring semesters to continue as a recognized student organization.
- This is to be done at the Office of Student Life at the Iowa Memorial Union.

## Health and Safety

Sport Clubs are expected to abide by all local, state, and national health and safety regulations.

## Medical Examinations

The Division of Recreational Services strongly recommends that all members of sport clubs participating in vigorous or contact sports have an annual physical examination.

Sport club members who are under 18 years of age must have a parent or guardian sign a Division of Recreational Services Participation Release Form before they become eligible to participate in a sport club activity. This form must be signed and on file in the Recreational Services Office.

***Failure to comply*** with the above rules will result in appropriate disciplinary action by the Coordinator of Sport Clubs.

## Medical Insurance

It is strongly recommended by the Division of Recreational services that all members of sport clubs have adequate medical insurance coverage while participating in any club-related activity. Each club member is responsible for arranging insurance coverage. The University of Iowa or the Division of Recreational Services does **NOT** provide accident or medical insurance for club members. Individual clubs may require as a condition of membership, medical insurance for their members.

## First Aid and Accident Procedures

It is strongly recommended that an athletic trainer be present at all club competition at The University of Iowa involving contact sports and other activities where such services are warranted. Coordination should be made through Recreational Services for trainer assistance at these events.

An accident report on club members who are injured and require treatment during on or off campus practice, competition, informal recreation, or instruction related to the sport clubs, should be submitted to the Division of Recreational Services (E216 FH) within 48 hours of the accident when medical treatment is needed.

## **Club Conduct**

Members of sport clubs are expected to act in a mature and responsible manner both on and off campus and especially while participating in a Sport Club activity.

Disciplinary action will be taken by the Coordinator of Sport Clubs, the Division of Recreational Services and the University of Iowa for any inappropriate conduct or action committed by an individual while participating in any club-related activity either on or off campus. The type of disciplinary action taken will depend on the offense that was committed. It may result in the Sport Club losing both recognition and support from the Division of Recreational Services. Appeals may be taken to the Recreational Services Committee.

# SPORT CLUB PERSONNEL

## Club Member Role

Within each sport club, the members have unlimited opportunities to become involved with the organization, administration and supervision of their club. The responsibilities of club members include but are not limited to:

- Formulating and writing the club constitution or bylaws.
- Determining membership requirements.
- Establishing dues.
- Selecting a faculty or staff advisor.
- Selecting a coach.
- Developing club rules and regulations.
- Administering the club budget.

## Club Officers

All sport club officers must be **students**. **ONLY** club officers or their appointed representative shall communicate with Recreational Services on behalf of the club.

### •• Club President or Representative

The club president is an elected position. Either the club president or his or her representative should perform the following duties:

- Serve as a liaison between their club and the Sport Club Staff. Attend all scheduled Sport Club representative meetings.
- Inform their club officers and members of all pertinent information pertaining to sport clubs.
- See that their sport club is complying with the rules and regulations of the University of Iowa and the Division of Recreational Services.
- Complete and submit all necessary forms pertaining to their particular club to include the submission of a Participation Release Form for each member annually.
- Report the results of all club-sponsored activities either on or off campus.
- Check the club's mailbox located outside the Recreational Services Office, Room E216, Field House at least weekly.
- Arrange for facility and/or field reservations for club functions.

### •• Club Treasurer

The office of club treasurer is a very important position. The treasurer must keep complete, documented, and updated financial records. These records will be examined budget review time by the Coordinator of Sport Clubs. The treasurer should assume the following responsibilities:

- Keep current financial records.
- Document expenditures with the use of receipts.
- Make sure sport club monies are used properly.
- Prepare a budget report and submit it to the Coordinator of Sport Clubs by the designated deadlines.
- Know and monitor the rules and regulations governing the financing of student organizations.

- Initiate and ensure that club members assume responsibility for generating funds.
- Review the club's monthly Statement of Accounts. The statements are put in the club's mailbox monthly.

## •• **Club Advisor**

It is strongly recommended that each club have a club advisor selected by members of the club. The sport club advisor must be a faculty or staff member of the University of Iowa. This is effective beginning the fall semester 1986.

The club advisor should attend club meetings on a regular basis. This will enable the advisor to better understand and assist the club. Other responsibilities of the advisor include:

- Approving the club's annual budget.
- Approving travel plans.
- Serving as a resource person for University on club matters.
- Counseling and advising club members.

The role of the club advisor is mainly to lend his or her experience to help each club mature and reach its full potential. The advisor should help club members refine their programs, plans, and aspirations effectively and realistically. The club advisor also adds stability and continuity to the club programming and provide knowledge of University policies and procedures.

## •• **Club Coach**

If desired, it is the sport club's responsibility to secure the services of a coach for their team. The coach of the club team should be involved strictly with coaching the team in practice and extramural competition. He or she should refrain from assisting in other areas of club management.

## •• **Club Instructor**

Club members will choose the instructor for sport clubs such as martial arts clubs, scuba, etc as required. He or she should be experienced within the specific area of instruction and possess the necessary certifications or licenses if they are required.

Coaches and honorariums for instructors may be paid from allocated funds. In these instances, the payment must be approved in advance by the Coordinator of Sport Clubs.

# SPORT CLUB SERVICES

Services provided to sport clubs recognized by the Division of Recreational Services include the following:

## **Secretarial Assistance**

Sports clubs may submit requests for secretarial assistance involving official club business at least four working days in advance of the date the material is required. Secretarial assistance request items should be coordinated through Recreational Services.

The following are considered to be acceptable as secretarial assistance request items:

- Assistance in publicizing club-related activities and limited copying.
- Preparation of club-related schedules, newsletters, entry forms, results, purchase orders, travel forms, and correspondence.

There will be no charge to the club for materials used in providing secretarial assistance. If professional printing is needed, the club will be charged the printer's fee. If an excessive amount of paper and/or secretarial assistance is needed, the request might be denied.

## **Telephone**

Long distance phone calls concerning club business can be made in the Recreational Services Office. The Telephone Request Form must be completed and the club account will be charged for the calls.

## **Budget Preparation and Assistance**

The Coordinator of Sport Clubs will assist each Sport Club with the preparation of budget requests. All budget requests must be submitted to Recreational Services no later than September 15 each fall. Budget request forms should be duplicated from the forms found at the back of this manual or they may be picked up from the Sport Club Office. The Coordinator of Sport Clubs must approve all budgets. Each club will be notified of their appropriation at the Sport Club General Meeting held at the beginning of the fall term. (Approximately October 1)

## **Publicity**

The Recreational Services Office will assist each club in publicizing their program. Each request for assistance must be made in writing and submitted to the Coordinator of Sport Clubs.

## **Equipment**

Use: The Division of Recreational Services provides a limited amount of equipment for use by sport clubs. Equipment issued by the Division of Recreational Services is governed by a specific check out system. Each club should become familiar with this system.

All equipment purchases by the Division of Recreational Services designated for club use as an approved budgetary item becomes the property of the Department. After the club checks out the equipment, the maintenance for it becomes the responsibility of that club. Although the University remains the owner of the equipment, the club and/or its members are responsible for it and will be held accountable for any damage or loss.

Storage: Limited storage space for club-owned equipment may be made available upon request and approval of the Division of Recreational Services.

Purchase: The Division of Recreational Services will purchase equipment for recognized clubs. All purchase request forms must be completed and submitted to the Coordinator of Sport Clubs. All equipment purchases involving departmental budget monies for Sport Clubs must receive approval from the Coordinator of Sport Clubs. (See accounting procedures).

## Facility Use

Specific policies and procedures pertain to reserving facilities and field and club representatives should become familiar with them. Sport clubs desiring to use departmental facilities for club-related activities must submit an "Application for Use of University Facilities" to the Coordinator of Sport Clubs. Reservation of facilities not under the jurisdiction of the Division of Recreational Services remains the responsibility of the clubs. The Recreational Services Office will assist clubs when possible in securing other University facilities for club use.

The following are acceptable requests for use of facilities:

- Club meetings
- Practice
- Recreation
- Instruction
- Competition
- Club promotion
- Equipment storage
- Club fund raising

Practice facilities are reserved on a semester basis. Additional space for meetings, games, etc. is available on a first-come, first-serve basis. Locker space is available to club members on the same basis as regular use of the Division of Recreational Services' facilities. **Visiting teams** or **Competitors** may be permitted use of locker facilities under the jurisdiction of the Division of Recreational Services during the period of competition with a recognized Sport Club.

Sport clubs wishing to collect entry fees from tournament participants, admission fees from spectators, donations, or raise money in any other manner while using a department facility must have written approval from the Coordinator of Sport Clubs prior to the event.

All sport club participants, visiting clubs, and spectators must abide by all rules and regulations pertaining to facility use.

## Travel

All club travel is governed by the rules and regulations of the Division of Recreational Services and the University of Iowa. Travel guidelines for Sport Clubs using private vehicles include the following:

- An Application for Sport Club Travel Form must be filled out three working days prior to day of departure at the Recreational Services Office.
- Advanced approval is required from the Coordinator of Sport Clubs for all travel.
- Only gas purchases are reimbursable and require receipts and completion of a Travel Voucher.

Travel guidelines for Sport Clubs using University vehicles include the following:

- Reservations and requisitions for motor pool vehicles will be made by a club representative by contacting the Sport Club Coordinator by email, phone or in person and providing the following information:
  - 1) Name of driver(s), driver's license number and state. The driver listed **must** be present to pick up the vehicle.
  - 2) Date/time vehicle will be picked up and the date/time it will be returned.
  - 3) Destination and purpose of the trip.
  - 4) Are you requesting a cell phone.
  - 5) Type of vehicle requested.
  - 6) Club name and trip contact person with telephone #.
- Additionally requests for use of University vehicles must be made in writing to the Dean of Students using the **Student Organization Motor Pool Request Form**, **TWO WEEKS** prior to travel. Sport Clubs should submit request forms to Recreational Services (E216 Field House).
- All out of state drivers must submit a **Fleet Safety Out of State Driver Record Release** form to be eligible to drive a motor pool vehicle. This form can be found at the risk management web site (<http://www.uiowa.edu/~fusrm/forms3.html>). The form should then be sent to the Fleet Management Administrator, Risk management, 516 Jefferson building. The club account will be charged a nominal fee for the review.
- To review all motor pool fleet rules and regulations regarding training required, driver requirements, vehicles available, cost, etc. you can use the general University web site (<http://www.uiowa.edu>) and go to **m** for the motor pool site in the index.

# EXTRAMURAL COMPETITION

## **Conference or League Affiliation**

Any sport club desiring affiliation with a conference or league must secure prior approval from the Division of Recreational Services before becoming a member of that conference or league. The sport club will submit the appropriate entry form and fees.

## **Scheduling**

Each club president must submit a copy of the club's competitive schedule to the Coordinator of Sport Clubs. The schedule must be submitted in advance of the club season. When planning a schedule of competition, each club should try to maintain a balance between home and away games.

## **Officiating**

All requests for the payment of officials for sport club contests from monies allocated to clubs by Recreational Services must have the advanced approval of the Sport Club Staff.

In order for officials to be paid, a club officer must insure the Officials Employment Agreement is completed and signed by the club officer and the official. Make sure all instructions on the form are followed completely.

Payment of officials will be made from the Sport Club Office through normal University channels.

## **Eligibility**

It is the responsibility of each club to adhere to the eligibility requirements that are set by the conference, league, etc., of which it is a member.

# FINANCES

The members of each sport club are primarily responsible for the financial support of their club. Self-support is an essential principle of the Sport Club Program. Each club must make every effort possible to raise funds for their program. The Division of Recreational Services will make supplementary financial assistance to qualified clubs.

Monies received by a sport club must be used for the benefit of the entire group according to University rules and regulations. Funds for the sport club activities will normally come from the following sources:

- membership dues
- on-campus fund raising activities (University policies must be followed. Information is available at the Student Life Office.)
- off-campus solicitation (requires specific prior permission from the Sport Club Staff)
- budget allocation from the Division of Recreational Services account
- supplemental funds from the Office of Student Life

## **Annual Budget Requests**

Clubs seeking financial assistance from the Division of Recreational Services must submit a budget request to the Sport Club Office. The Sport Club fiscal year is October 1 to September 30. Requests for each academic year are due by September 15. Late requests may be submitted at any time during the year, but there is no guarantee that funding will be available for the club after the September deadline.

For a club to be considered for funding, the annual budget request must be filed with the following forms (typed or neatly printed):

- A copy of the club constitution filed at the Office of Student Life
- Officers/Contact Form
- Participation Release/Membership Roster Form
- General Information Form
- Facilities Request Form (if requesting space)
- Budget Request

**All** of the above mentioned memorandums must be submitted with each application of financial aid to the Division of Recreational Services by the deadline above to not jeopardize funding . For information, call 335-9293.

## **Budget Appropriation Process**

- Each club submits a budget request to the Recreational Services Office (E216 Field House)
- Each request is received and analyzed by the Sport Club Staff. Only justifiable expenditures are retained. Adjusted budget requests are developed when necessary.
- The club representative receives notification of the appropriated amount for the club at the general sport club meeting in the fall. (Approximately October 1)

## **Legitimate Budget Request Items**

- League or Conference entry Fees/Dues
- Officiating expenses
- Travel - gas only or University vehicle
- Equipment - Game, practice, and safety
- Publicity and advertising
- Administrative costs - office supplies, postage, printing, telephone, etc.
- Honorariums in special instances approved by the Coordinator of Sport Clubs
- coaches
- Services (Field lining, trainers, other wages)
- Lodging
- Awards

## **Expenses Not To Be Funded**

- Food and refreshments
- Personal equipment or uniforms
- **Any item not approved prior to purchase**

**PROPER PROCEDURES MUST BE FOLLOWED WHEN USING UNIVERSITY FUNDS.**  
Remember. . . Any expenditure from the Sports Club account must receive **PRIOR APPROVAL OF THE SPORT CLUB STAFF. PROPER FORMS MUST BE COMPLETED AND SUBMITTED BEFORE MONIES CAN BE USED. NO OUTSIDE ACCOUNTS PERMITTED.**



# FORMS

Do NOT tear out forms in this section.  
DUPLICATE a form to use when  
required.

**PARTICIPATION RELEASE/MEMBERSHIP ROSTER**

By signing below, I hereby release the University of Iowa, the \_\_\_\_\_ Club and their agents, representatives, and assigns, from any responsibility or liability for any damages arising from personal injuries or property damage or loss relating to my participation, or the use or operation of equipment related to the sports activities of said organization. I further release the University of Iowa, the \_\_\_\_\_ Club and their agents, representatives, and assigns from any responsibility or liability for any damages incurred to personal property stored in any University of Iowa facilities.

\* NOTE: Participants under 18 years of age must have a Parent/Guardian Release signed by their parents or guardian.

**CLUB NAME:** \_\_\_\_\_ **TERM:**  
**YEAR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **SUBMITTED BY:** \_\_\_\_\_

	Name (print)	Signature	Local Address	Phone	Status <small>(Student, Fac/Staff, Public)</small>	Insurance
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

PARENT/GUARDIAN RELEASE

I have read the Participation Release and in consideration of the premises stated I join in releasing the University of Iowa, the \_\_\_\_\_ Club and their agents, representatives, and assigns, from any claims, liabilities, damages, or loss arising from participation by my daughter/son/ward in such activities. This is a release not only of my own right as the father/mother/guardian but also the rights of my minor daughter/son/ward.

SIGNATURE OF PARENT OR GUARDIAN:

ADDRESS: \_\_\_\_\_ PHONE NUMBER:

**Officers / Contact List**

CLUB \_\_\_\_\_ Account No. \_\_\_\_\_

CLUB ADVISOR \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

PHONE: H \_\_\_\_\_ O \_\_\_\_\_ Email \_\_\_\_\_

Election of Officers: DATE \_\_\_\_\_ TERM \_\_\_\_\_ YEAR \_\_\_\_\_

---

1. Club Office \_\_\_\_\_ Name \_\_\_\_\_

Phone - H \_\_\_\_\_ O \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

2. Club Office \_\_\_\_\_ Name \_\_\_\_\_

Phone - H \_\_\_\_\_ O \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

3. Club Office \_\_\_\_\_ Name \_\_\_\_\_

Phone - H \_\_\_\_\_ O \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

4. Club Office \_\_\_\_\_ Name \_\_\_\_\_

Phone - H \_\_\_\_\_ O \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

5. Club Office \_\_\_\_\_ Name \_\_\_\_\_

Phone - H \_\_\_\_\_ O \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_  
Signature of Club Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Club President or Chairperson

UNIVERSITY OF IOWA

Division of Recreational Services

**Sport Clubs**

Club Name \_\_\_\_\_ Account # \_\_\_\_\_ Date \_\_\_\_\_

Prepared by \_\_\_\_\_ Phone \_\_\_\_\_ School Year \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

BUDGET REQUEST		Current Request	Adjusted Request	Allocation
COME	Dues			
	Fundraising			
	Gifts/Solicitation			
	Allocation			
	Other			
<b>TOTAL INCOME</b>				
PENSES	ADMINISTRATIVE			
	Advertising			
	Printing			
	Other			
<b>ADMINISTRATIVE TOTAL</b>				
PROGRAM				
	Fees/dues			
	Travel			
	Wages/Honorariums			
	Other			
<b>PROGRAM TOTAL</b>				
	EQUIPMENT (LIST)			
<b>EQUIPMENT TOTAL</b>				
<b>TOTAL EXPENDITURES</b>				

INSTRUCTIONS:

- 1) Read pages 11-12 in the Sport Clubs Manual carefully.
- 2) Complete first column only.
- 3) Contact the Coordinator of Sport Clubs for an appointment before September 15 deadline if help is required.
- 4) Explain large or unusual requests in writing on an attached sheet.
- 5) Insure that all the information as listed on page 11 of the manual accompanies the budget request. Use the forms in the forms section of the manual to turn in with the budget.
- 6) Budget requests and other necessary forms will be distributed at the first fall sport club meeting and may be turned in anytime before September 15. Allocations will be made by October 1.

**GENERAL INFORMATION**

I. Description of the Various Club activities/frequency.

A. Matches / Games - number per semester \_\_\_\_\_

B. Practices / Instruction / Sessions number per week \_\_\_\_\_

II. List of outside club affiliations.

A. National \_\_\_\_\_

B. Regional \_\_\_\_\_

C. State \_\_\_\_\_

D. Other \_\_\_\_\_

III. Description of the Club's safety and insurance program.

A. Is liability or health insurance provided by the club? \_\_\_\_\_

B. Does club require individual members to have health insurance? \_\_\_\_\_

C. What first aid and/or safety procedures are followed by club? \_\_\_\_\_

▪ Practices \_\_\_\_\_

▪ Games/Matches \_\_\_\_\_

IV. Description of ratings or certifications issued. (scuba certification, martial arts belts, etc)

A. Rating \_\_\_\_\_

B. Certification \_\_\_\_\_

C. Other \_\_\_\_\_



# APPLICATION FOR USE OF UNIVERSITY FACILITIES

FACILITY(IES) REQUESTED: \_\_\_\_\_

NAME/TYPE OF EVENT: \_\_\_\_\_

**For outdoor facilities, call 353-3000  
 (press 3, then 2) for rain out status.**

CHECK ONE OR MORE BOXES:

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Program        | <input type="checkbox"/> Promotional Activity | <input type="checkbox"/> Meeting           | <input type="checkbox"/> Competitive Contest |
| <input type="checkbox"/> Open to Public | <input type="checkbox"/> Fund Solicitation    | <input type="checkbox"/> Closed to Members | <input type="checkbox"/> Other: _____        |

DESCRIPTION OF EVENTS:

\_\_\_\_\_

<u>DATE(S) OF USE:</u>	<u>FACILITIES REQUIRED:</u>	<u>TIME REQUESTED:</u>	<u>TOTAL HOURS:</u>	X	<u>RATE:</u>	=	<u>FEE:</u>
_____	_____	_____ to _____	_____		_____		_____
_____	_____	_____ to _____	_____		_____		_____
_____	_____	_____ to _____	_____		_____		_____
_____	_____	_____ to _____	_____		_____		_____
_____	_____	_____ to _____	_____		_____		_____
_____	_____	_____ to _____	_____		_____		_____
_____	_____	_____ to _____	_____		_____		_____

EQUIPMENT REQUIRED: \_\_\_\_\_

STAFF REQUIRED: \_\_\_\_\_

RENTAL FEE:	_____
EQUIP. FEE:	_____
STAFF FEE:	_____
CONCESSION:	_____
MISC. FEE:	_____
<b>TOTAL FEE:</b>	_____

**CONDITIONS: (Also see back of sheet)**

- Applicant/Lessee agrees that any activity conducted will be in accordance with all pertinent University Lessor regulations and policies as well as any applicable federal, state, or local laws.
- Any unusual expenses incurred by the University resulting from this activity shall be the responsibility of the user.

NAME OF APPLICANT: \_\_\_\_\_ PHONE - HOME: \_\_\_\_\_ WK: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ CAMPUS ADDRESS & PHONE: \_\_\_\_\_

ADDITIONAL CONTACT: \_\_\_\_\_ HOME: \_\_\_\_\_ WK: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ TITLE: \_\_\_\_\_

RECREATIONAL SERVICES: \_\_\_\_\_ DATE: \_\_\_\_\_

(Facilities Director)

## **Rules and Regulations**

1. No smoking is allowed in any University facilities.
2. No food is to be consumed except that which is purchased on the premises and eaten only in outer lobbies or where otherwise permitted, and all refuse shall be deposited in the proper waste receptacles.
3. No alcoholic beverages are to be consumed within the buildings, and other drinks are allowed only if purchased on the premises, consumed in the outer lobbies or where otherwise permitted, and the containers are deposited in the proper waste receptacles.
4. No pets of any kind are permitted within the building.
5. A representative of the Lessee and representative of the Lessor shall inspect the building or facility at or before the time of commencement of the event and shall return the premises to the University at the conclusion of the event in the same condition as when taken, reasonable wear and tear excepted. Lessee shall be responsible for all damage to, or misappropriation of, the premises or any part thereof, including contents and furnishings of any building, and shall promptly pay and reimburse the University for any such loss or damage.
6. Lessee shall supply, at its expense, fire, police, or other security personnel to be in attendance throughout the event. The number of such personnel shall be determined on the basis of the nature of the proposed event, the number anticipated to be in attendance, and the past experience of the University with respect to similar events. At least one individual representative of the Lessee and an employee of the university Department of Public Safety if deemed necessary by the Lessor shall be in attendance throughout the event and shall be responsible for the preparation and submission of a joint report as to the compliance of the Lessee with stipulation of the lease.
7. Attendance at the event shall be limited to adults, college students, or children accompanied by a parent, guardian or responsible adult supervisor.
8. The Lessee shall defend, indemnify and hold harmless Lessor and Lessor's employees and agents for and against any and all claims, liabilities, costs and expenses, including attorney fees and court costs, arising from, or connected with, the activities occurring or equipment used at Lessee's event on the Leased premises.
9. Any renter/user that provides an organized event for the public and or its members must submit an insurance policy that holds harmless; The University of Iowa, its Board of Regents, its employees and agents for any and all actions by the renter/user. The policy shall be purchased from a reputable insurance company licensed in Iowa and maintained in effect through the date of the event and must be of sufficient dollar amount to cover the event. This requirement can be waived if the renter/user is affiliated with the University of Iowa as a student or organized group (an individual is not considered an affiliated group).



**APPLICATION FOR SPORT CLUB TRAVEL  
(Private Vehicle)**

Date \_\_\_\_\_

Sport Club \_\_\_\_\_

Destination \_\_\_\_\_ Number of Passengers \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

Date of Departure \_\_\_\_\_ Date of Return \_\_\_\_\_



If Traveling by private vehicles, list NAME, ADDRESS & TELEPHONE NUMBERS of drivers:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

Signature of Club Representative \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Approved by \_\_\_\_\_,

Sport Clubs Coordinator - Recreational Services

- |   |
|---|
| <ol style="list-style-type: none"><li>1. Forms must be turned in 3 working days before travel.</li><li>2. Keep receipts for all reimbursable expenses.</li><li>3. Complete a Travel Expense Voucher when you return.</li><li>4. Complete a Hotel Verification to request lodging reimbursement.</li></ol> |
|---|

## Student Organization University Vehicle Request Form

*dent organizations submit this form to the OSL Business Office (159 IMU). Sports clubs submit this form to Recreational Services (E216).*

### STUDENT ORGANIZATION INFORMATION

Name of Organization: \_\_\_\_\_ Account #: \_\_\_\_\_  
 Name of Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Destination: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 Purpose: \_\_\_\_\_

***I have read the "Guidelines for Use of University Vehicles by Student Organizations" and agree to abide by these guidelines and policies provided by Motor Pool, and University policies and regulations.***

Principle Representative: \_\_\_\_\_ Date: \_\_\_\_\_

### VEHICLE INFORMATION

VEHICLE WILL BE PICKED UP
MO   DAY   YR   HOUR

VEHICLE WILL BE RETURNED
MO   DAY   YR   HOUR

### TYPE OF VEHICLE

<input type="checkbox"/> Midsize Sedan (5)	<input type="checkbox"/> Minivan (7)	<input type="checkbox"/> Cargo Van (2)
<input type="checkbox"/> Suburban (9)	<input type="checkbox"/> Maxivan (15)	<input type="checkbox"/> Pickup (3)
<input type="checkbox"/> Cargo Van (5)	<input type="checkbox"/> Cube Truck (3)	

SPECIAL REMARKS: \_\_\_\_\_

For Added Security, I would like a cellular phone  Yes  No  
 No. of Passengers \_\_\_\_\_ Passengers are:  Staff  Students

### PASSENGER INFORMATION

Name	Local Address	E-mail	Student/Employee/Other

***ALL passengers of the vehicle should be affiliated with the University. Any special requests (e.g. nonstudent/nonemployee passengers) should be made in writing and attached to this form. Please check here if a special request is attached.***

**PLEASE COMPLETE THE BACK OF THIS FORM**

**DRIVERS' INFORMATION**

**PRIMARY DRIVER**

Name	Street Address	Driver's License/Operators #	State Issued	Student/Employee/Other
Signature	City, State, Zip	Phone #	Date of Birth	E-mail Address

*I have read the "Guidelines for Use of University Vehicles by Student Organizations" and agree to abide by these guidelines and policies provided by Motor Pool, and University policies and regulations.*

Primary Driver: \_\_\_\_\_ Date: \_\_\_\_\_

**ALTERNATE DRIVER**

Name	Street Address	Driver's License/Operators #	State Issued	Student/Employee/Other
Signature	City, State, Zip	Phone #	Date of Birth	E-mail Address

**ALTERNATE DRIVER**

Name	Street Address	Driver's License/Operators #	State Issued	Student/Employee/Other
Signature	City, State, Zip	Phone #	Date of Birth	E-mail Address

**ALTERNATE DRIVER**

Name	Street Address	Driver's License/Operators #	State Issued	Student/Employee/Other
Signature	City, State, Zip	Phone #	Date of Birth	E-mail Address

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**DIRECTOR OF OFFICE OF STUDENT LIFE OR DIRECTOR OF RECREATIONAL SERVICES**

\_\_\_\_\_ Approved    \_\_\_\_\_ Denied    Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**DEAN OF STUDENTS**

\_\_\_\_\_ Approved    \_\_\_\_\_ Denied    Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

# Officials Employment Agreement

The University of Iowa Division of Recreational Services



**INSTRUCTIONS:**

1. If individuals are employed Full-Time by the University of Iowa, they must have Extra-Compensation Vouchers filled out and signed.
2. File Employment Agreement as soon as possible after the game/match is played.
3. Check will be mailed. It will take approximately two weeks for processing and delivery after it is presented to the office. (If information given is incorrect or incomplete, payment could be delayed).
4. Complete form and have official keep a copy and club officer return other original to Recreational Services.

*(Please Print)*

I, \_\_\_\_\_ worked as an official on \_\_\_\_\_ for the  
(Official's Name) (Date of Contest)

\_\_\_\_\_ Club. The game/match was against \_\_\_\_\_.  
(Club Name – Include Sub-Dept #) (Opponent)

Amount Owed to Official: \$ \_\_\_\_\_

\_\_\_\_\_  
(Official's Signature) (Date) (Sport Club Officer's Signature) (Date)

**Personal Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
 Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Residing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Is the Official:	Yes	No
Full Time Federal Employee		
Primarily a UI Student		
University of Iowa Employee		
State of Iowa Employee (non UI)		
Relative of the Project Director		
Other:		

Is the Official:	
A U.S. citizen or resident of the U.S or U.S. territories?	YES _____ NO _____
If NO, the following information is required:	VISA TYPE _____
Tax Residency Country:	_____
Permanent Foreign Address:	_____





Purchasing, Accounts Payable & Travel  
202 PCO  
Iowa City, Iowa 52242-2500

### ProTrav Acknowledgement of Expenses

This form can be used to obtain Non-University Traveler's signature for expenses claimed on behalf of the University of Iowa.

**Traveler's Name:** \_\_\_\_\_

**Dates of Travel:** \_\_\_\_\_

Please reimburse the following expenses related to my recent travel on behalf of or at the request of the University of Iowa:

- Airfare
- Meals
- Lodging
- Mileage
- Ground Transportation
- Miscellaneous (phone calls, tips, etc)

### Traveler's

**Signature:** \_\_\_\_\_

By signing, the traveler signifies that the claims are an accurate representation of actual travel costs and that the expenses claimed here will not be claimed in duplicate from the University of Iowa, any other source or claimed as a business expense for IRS tax purposes.

**Note to Department:** This form only serves as the traveler's approval. You must still submit the TEV to Workflow to obtain all required departmental signatures. Send this form along with any required receipts to the Travel office, 202 PCO. Please write the travel voucher # at the top of this form or print and send the TEV coversheet along with receipts and this signature sheet.

## **ACCOUNTING GUIDE LINES**

### **I. THE BASICS**

- A. Know your account number. Each club possibly could have 2 accounts, one with Recreational Services and one with the Office of Student Life (OSL).
- B. Be sure the current names and phone numbers of authorized signatures are in our files.
- C. If you have an allocation from OSL, be familiar with the specific line items on your contract.
- D. Keep track not only of the total account balance but also of the balance on each individual line item of your contract. You may transfer 10 percent of any line if necessary.
- E. Never buy or order anything to be paid for out of a club account without stopping at Recreational Services (E216 Field House) or OSL for pre-approval.
- F. Always be prepared with an estimate and the exact name of the vendor or else the expenditure cannot be approved.
- G. Be aware that any University account - regardless of its source of funds - must be prepared with adequate documentation for all expenditures in order to meet the requirements of state and federal auditors.
- H. Come by our office monthly for copies of statements and transactions made on your account.
- I. Allow yourself some extra time when you come by our office as expenditures require gathering information and this takes time. Be aware that we can never give anyone cash.

### **II. TYPES OF PURCHASES AND EXPENDITURES**

- A. On Campus Purchases:
  - 1. All University departments have their own accounts with the Business Office. It is therefore not necessary to make a check to pay a bill to another University department such as General Stores, Motor Pool, Daily Iowan, copy Centers, Printing Service, Physical Plant, Audio Visual Services, etc. WE simply make a blue requisition charging your account number and putting the name of the department to be paid in the space labeled "vendor preferred" and the funds will be transferred accordingly.
  - 2. Any organization wishing to have outside university printing done must stop by the Recreational Services Office first. After approving your requisition it will be necessary to have University Printing Service's approval. This must be done prior to giving the outside vendor any materials for printing. If you have received bids from vendors, Printing Service will need written proof of the bids.

3. Several Departments have their own requisition forms that must be used instead of blue requisitions. Those to be familiar with are: Motor Pool requisitions, General Stores requisitions.
4. Room Reservation Confirmations: All student organizations are entitled to hold events in University facilities subject to various regulations and first come-first serve registration. To register for an event, you must start at the Student Life Office in the Union. There they will tell you what other signatures are needed and take down various other information, such as general budget items if it applies. In the case of a room rental from Facilities Planning where there is a charge for a room, you must come up to Student Organizations and sign a requisition for advance payment of the room rental. After that is signed, we will forward a copy to Physical Plant who makes sure that the room is open and everything is set up. We will not forward a copy to Physical Plant until the room rental is paid.

#### B. Off Campus Purchases

1. University VISA Purchases: This is the simplest way to make off campus purchases but it cannot always be used.
  - The vendor must accept VISA charges.
  - The purchase must not exceed \$1000.00
2. Other off campus purchases must be assigned purchase order numbers by the University of Iowa purchasing department. In order to get these numbers, you must prepare in triplicate, a blue requisition that describes exactly what you are ordering. You also must include current documentation of price quotations. **WE WILL ORDER FOR YOU....**and we will get the bill and pay for it out of your account.
  - a. Magazine subscriptions: New subscriptions to periodicals should be requested on the standard requisition form with the correct mailing address shown in the body of the form. If the subscription is to be prepaid, an approved voucher and a supporting document indicating the cost should be attached to the requisition. Subscriptions may be renewed by submitting an approved voucher with the expiration notice attached.
  - b. Advance PO#s for telephone orders: The University acknowledges that emergency purchases are necessary to relieve an urgent need for commodities or services. When the emergency occurs during regular working hours, the requesting department is to call the Purchasing Department before contacting the supplier and request approval of the purchase and an advance purchase order number from the buyer responsible for the purchase of the commodity or service desired. This will be done by the Recreational Services Office. This order number is to be given to the supplier by the department when placing the order. The requesting department is to furnish to the Purchasing Department within 48 hours a requisition detailing the items ordered, Marked confirming, and showing the advance purchase order number issued. If an emergency occurs when the Purchasing Department is closed, the requesting department is to submit a requisition on the next working day with a satisfactory written explanation of the circumstances surrounding the emergency purchase. All such purchases should be confined to emergency situations only. Economical purchases cannot be ensured when made on a rushed basis.

- C. Vouchers: A voucher must always preface the making of any University check and all vouchers must have attached to them a document (i.e. bill, receipt, etc.) backing up the expenditure. Vouchers are automatically made and processed when Purchase Order numbers are used. In all other cases each

department must prepare their own vouchers. Examples of these situations are:

1. Reimbursements (except for travel). This type of voucher requires the following: receipts, signature of person being reimbursed, signature of person approving reimbursement. (These two signatures cannot be from the same person).
2. Refunds (i.e. for dues). When a person deposits money into the account on a receipt class but that money is never spent and should be removed from the account as if it had never been there in the first place, we make a voucher and refund them on the same expense class. The result will be a negative allocation on your statement.
3. Payment as wages, salary, honorarium, services rendered, etc. must be entered as reported earned income and is taxable, use a payroll voucher. These vouchers must include the social security number for the person being paid.
4. Any travel expenses or registration fees paid out of University accounts must also show social security numbers for all persons involved. WE also must know the exact dates of all travel expenditures.

- D. Advances: **CASH CAN NEVER BE WITHDRAWN DIRECTLY FROM CLUB ACCOUNTS.** Only in rare, explainable cases may we give cash advances and this money is taken out of a separate University account. After the cash has been spent in whole or in part, receipts must be presented to account for any cash that is no longer available. Remaining cash must be returned. At this time we will reimburse the separate advance account with remaining cash and/or a transfer of funds from your club account. All cash advances must be signed for by someone willing to be responsible for what happens to the cash.

### III. MISCELLANEOUS

#### A. Tickets

1. Audits - All tickets used for University Events other than Hancher or Athletic events, must be audited in Room 7, Jessup Hall. This includes all programs, raffles, etc. What is involved in a ticket audit is counting all tickets before and after the event and accounting for tickets missing after the event with a cash deposit and/or with a complimentary ticket report.
2. Raffles - Student organizations should be aware that is illegal to hold a raffle without first getting a gambling license (fee - \$10.00) from the State Department of Revenue in Des Moines. Any money collected from the sale of raffle tickets is taxable by law and 3% of all receipts must be paid to the state.

- B. Deposits: All deposits to the Recreational Services club account should be made at the Recreational Services Office, E216 Field House. Deposits to Student Life Accounts should be made at the IMU.